

**SHADWELL PARISH COUNCIL**  
**Draft Minutes of the Council Meeting of the Council held on**  
**Monday 13<sup>th</sup> February 2017 (subject to confirmation)**

Chairman – Debbie Potter (DP) (Present)	01132657575
Keith Pickford (KP) (Present)	01132737013
Emma Stapleton (ES) (Present)	07894386860
Norman Taylor (NT) (Present)	01132737393
Denise Trickett (DT) (Present)	07850283529
Nirmal Tulwa (NT2) (Present)	07894908012
Vidya Venkatesh (VV) (Present)	07888734464
Ted Vickerman (TV) (Apologies)	01132738242
Geoffrey Wilson (GW) (Present)	01132737164

Telephone Clerk: 01132037662

Email: [clerk@shadwell-parish-council.org](mailto:clerk@shadwell-parish-council.org)

Website: [www.shadwell-parish-council.org](http://www.shadwell-parish-council.org)

Village website: [www.shadwellvillage.co.uk](http://www.shadwellvillage.co.uk)

In attendance – PCSO Gaynor Duffy, two members of the public and the Clerk.

264/16 Apologies for absence were received and approved from Cllr. Vickerman. The Chairman opened the meeting at 7.00pm.

265/16 **Minutes** – ES then proposed and GW seconded the minutes for 16<sup>th</sup> January 2017 be approved and signed. The Chairman signed the minutes.

266/16 **Declarations of Interest** – There were no declarations of interest in any of the agenda items.

**267/16 Questions from Members of the Public**

*The Chairman suspended the meeting at 7.04pm for a member of the public to speak.*

The member of the public spoke on potholes in the Red Lion car park. This will be an agenda item in March.

268/16 **Crime Report** – PCSO Duffy reported on the crimes in January 2017.

**03/01/2017 – BURGLARY DWELLING – CRICKETERS FOLD**

SUSPECT/S UNKNOWN ATTEND LOCUS AND CLIMB OVER FENCE INTO GARDEN, SUSPECT/S ATTACK EURO PROFILE CYLINDER CAUSING LOCK TO SNAP, VICTIM IS AWOKEN BY SOUND OF LOCK HITTING FLOOR IN KITCHEN. VICTIM GOES DOWNSTAIRS AND HEARS WITNESS SHOUTING AT SUSPECT/S. SUSPECT/S WALK OFF AND GET INTO A BLACK BMW X5 AND MAKE OFF. NO ENTRY GAINED.

**03/01/2017 – BURGLARY OTHER – CRICKETERS FOLD**

DATE GIVEN FOR THIS OFFENCE IS SOMETIME IN JANUARY, BUT MAY HAVE BEEN SAME EVENT AS ABOVE. SUSPECT/S UNKNOWN APPROACH DWELLING AND GO TO NON INTEGRAL GARAGE WHERE THEY ENTER VIA INSECURE SIDE DOOR. SUSPECT/S REMOVE PEDAL BIKE AND THEN MAKE OFF WITH SAME UNSEEN IN UNKNOWN DIRECTION.

**16/01/2017 – BURGLARY OTHER – MAIN STREET**

PREMISES ARE A LARGE WOODEN HUT USED TO STORE GARDENING TOOLS SITUATED IN A CARPARK SHARED BY NEIGHBOURING SCOUT HUT. SUSPECT/S UNKNOWN APPROACH SCOUT HUT AND BY UNKNOWN MEANS KNOCK THE CCTV CAMERA FROM THE HUT WALL. SUSPECT/S THEN APPROACH GARDENING HUT AND BY USING LARGE CROWBAR, JEMMY AN ENFORCED STEEL BAR SECURED BY A PADLOCK TO THE DOOR, CAUSING HINGES TO SNAP. ENTRY GAINED, TIDY SEARCH MADE AND PROPERTY REMOVED. PROPERTY LATER RECOVERED IN ADJACENT FARMERS FIELD NEAR ENTRANCE GATE TO MAIN STREET. A WHITE FORD TRANSIT WAS ABANDONED NEARBY AND SEIZED AFTER IT MADE OFF ON SEEING POLICE VEHICLE BUT SUSPECT/S ESCAPED IN UNKNOWN DIRECTION BY UNKNOWN MEANS.

*The Chairman thanked PCSO and the members of the public for attending and reconvened the meeting at 7.21pm.*

**269/16 Current items outstanding to include the Clerk's Report**

- i. **Potholes** – The Clerk confirmed that all potholes had been reported.

ii. **Potholes in Bridle Path Road (241v/16)** – The Clerk confirmed that the Clerk of Harewood PC was now dealing with this issue.

iii. **Spring Newsletter (242/16)** – DP advised that a new printer had been found, with a turnaround period of four working days. The Clerk reported that the newsletter was now with the editor.

iv. **Traffic lights at Slaid Hill at the junction of Shadwell Lane & Roundhay Park Lane (250/16)** – Members received the reply from Dylan Turner of LCC, advising in detail why cameras could not be installed at Slaid Hill traffic lights, to catch motorists who dangerously go through on the red light. The Clerk advised that Highways were still being chased for a response to whether the sequence could be improved.

**270/16 Annual Parish Meeting** – It was agreed to continue with the same format as last year. The Clerk was instructed to contact those who were to be invited the guest speakers. ES suggested that an inspirational speaker should be included and agreed to contact Scholes and Barwick PC to see whether a member would agree to speak.

**ACTION: ES/Clerk**

**271/16 Auditor Appointments for Smaller Authorities for the 2017/18 to 2021/22 Financial Years** – Members noted that PKF Littlejohn LLP will continue as the auditor for the Parish Council.

**272/16 Carr Lane Letter** – the amended letter was received and during a lively discussion, it was agreed that the letter was to be sent to Cllr Robinson with the extra wording concerning considering altering the right of way at Shadwell Bridge. The letter would then be held on file, in case of need.

**ACTION: Clerk**

**273/16 Annual Return – Assertion 8 (Significant events)** – Members confirmed that the assertion is undertaken, as stated.

**274/16 Complaints Procedure** – ES proposed that the Complaints Procedure was in order and should be reviewed in 2018. This was seconded by DT and agreed unanimously.

**RESOLVED: to review the Complaints Procedure in 2018**

**275/16 Social Media** – It was agreed unanimously that ES should edit the Facebook page, The Clerk was instructed to separate the website from the Facebook page, as it was purely informative.

**ACTION: Clerk**

**276/16 Avon Court** – It was noted that the surface of Avon Court was in a poor condition but was unadopted, so Highways were not willing to resurface. The Clerk was instructed to contact the owners of the shops to ask that the road surface be improved.

**ACTION: Clerk**

**277/16 Trees in the Conservation Area** – a detailed map showing the location of trees with preservation orders was received. The Clerk was instructed to forward to Jean Pick for her information. The trees outside the Library were also discussed and it was agreed that the Clerk should ask A&B Tree surgeons to prune as necessary.

**ACTION: Clerk**

**278/16 Otley Courthouse** – Members received a request from Otley Courthouse to erect posters showing forthcoming events. This was agreed and the Clerk was instructed to request the posters.

**ACTION: Clerk**

**279/16 Planning -**

i. The minutes were received.

ii. DT reported on one application - **17/00091 - 229 Main Street** - Variation of condition 2 (approved plans) of approval 16/02117/FU to demolish existing house and construct replacement dwelling, amend site layout. **Objection.** The Committee had no objection to a more energy efficient house being built. However it did object to some of the materials being proposed. The

house is adjacent to the Conservation Area and the committee felt that the timber cladding was not in keeping with the character of the village and the houses in this area.

**280/16 Finance**

i. **Precept 2017/2018** – The Clerk advised that LCC had confirmed receipt of the Parish Council's request.

ii. **St Paul's Church 175<sup>th</sup> Anniversary** – DT proposed that the Parish Council award a grant of £250 towards the cost of printing anniversary booklets. This was seconded by NT2 and agreed by six councillors with two abstaining. The cheque to be issued at the March meeting.

**RESOLVED: to award £250 towards the cost of the anniversary booklet.**

**281/16 Village Maintenance Committee** – The minutes were received and members had no queries for the Committee Chairman. DP asked that the gate and fencing be included on the next agenda.

**ACTION: Clerk**

**282/16 Highways**

i. **Speed Restrictions in Shadwell Lane** – as the Council was unsure where the notification of the speed restrictions had originated, the Clerk was instructed to enquire of Cllr Robinson.

**ACTION: Clerk**

ii. **Fallen Road Signs** – Members received an email regarding fallen road signs and noted that the Parish Council now had to use the residents' page on the LCC website, despite being the first tier of Government.

**283/16 Public Rights of Way** – DP had nothing to report.

**284/16 Risk Assessment** – DT had completed the risk assessment for February, which was duly signed off by the Chairman. It was noted that NT2 had agreed to carry out the risk assessment in March. NT reported that the trip hazard on either side of the bench by the millstone was minor.

**285/16 Neighbourhood Planning** – It was noted that a meeting of the Steering Group was to take place the following week.

**286/16 Reports from the Older Person's Champion**

i. **Older People (VV)** VV reported that Dementia Awareness Week was 15 – 21 May and she was to meet with Pam Hargreaves to consider how to celebrate.

**287/16 Reports from Council Representatives on Local Committees and Forums**

i. **Shadwell in Bloom (NT)** NT asked whether a flyer from SIB could be delivered with the forthcoming newsletter and this was agreed.

ii. **Shadwell Library Committee (DT)** Report received.

**288/16 Parish Council Surgery** – GW had hosted the surgery on Saturday 4<sup>th</sup> February 2017 and had had a complaint from a local resident concerning the amount of dog faeces in Strickland Avenue. No reply was necessary but the Clerk agreed to advise the dog warden.

**ACTION: Clerk**

GW & NT2 agreed to host the surgery on Saturday 4<sup>th</sup> March 2017.

**289/16 Correspondence (Previously copied to Cllrs)**

No correspondence had been received.

**290/16 Questions from members of the Public** – The remaining member of the public had no questions.

**291/16 Items for next agenda** Items for next agenda and urgent items which have arisen since publication of agenda – It was agreed that ES would give the members an update on the village cinema.

**ACTION: Clerk**

**292/16 Invoices** – GW proposed the payment of the following cheques. This was seconded by ES and agreed unanimously.

192 L Hoff (petty cash)

£46.57 (LGA 1963 s5)

192	L Hoff (contribution to utilities)	£20.00 (LGA 1963 s5)
193	Office Depot (stationery)	£15.50 (LGA 1963 s5)
194	YLCA (training)	£230.00 (LGA 1963 s5)
194	YLCA (vacancy advert)	£185.00 (LGA 1972 s 133)
195	Ripon Farm Services	£216.00 (Highways Act 1980 s 43.50)
S/O	VA-L Trading (payroll)	£636.63 (LGA 1963 s5)
<b>TOTAL</b>		<b>£1349.70</b>

293/16 **Part Two – due to the confidential nature, the Press and Public was excluded by resolution whilst various items are discussed.**

*The remaining member of the public left at 9.52pm*

294/16 **The next Parish Council meetings are confirmed as –**

Full Council meeting will be held on Monday 13<sup>th</sup> March 2017 at 6.00pm

Planning Committee meeting on Monday 13<sup>th</sup> March 2017 at 5.30pm

Finance Committee meeting on Monday 24<sup>th</sup> April 2017 at 7.00pm

Village Maintenance Committee meeting on Monday 24<sup>th</sup> April 2017 at 6.30pm

**The Meetings on 13<sup>th</sup> March will be held at the Library. All future meetings are held in the Recreational Centre, Holywell Lane**

295/16 **Chairman closed the meeting at 9.52pm.**

**Signed..... Dated.....**